



JEWISH FOUNDATION — OF MANITOBA —

CHIEF EXECUTIVE OFFICER

The Jewish Foundation of Manitoba (JFM) invites qualified individuals to apply for the position of Chief Executive Officer. With an endowment of over \$125 million, the JFM stewards the assets entrusted to it, distributes grants reflecting donor wishes and community priorities, and works closely with other organizations to strengthen the Jewish community and the broader community in Manitoba. We are seeking a leader who will build on the success of our 53-year history.

Reporting directly to the Board of Directors, the Chief Executive Officer will be results-driven and will lead the JFM in implementing the strategic directions determined by the Board to achieve its vision, goals and objectives. In addition to overseeing the day-to-day operations, the Chief Executive Officer will ensure that the JFM's development plan is effectively implemented and will collaborate with key donors to establish endowments that meet their individual goals. The CEO will be a highly visible ambassador, maintaining and enhancing the JFM's reputation as a trusted, relevant and valuable constituent of our community.

The successful applicant will have a post-secondary degree in business or a related discipline, complemented by 10 years' senior leadership experience in a medium to large non-profit, public or private sector organization. A demonstrated track record of developing and implementing strategies, managing large budgets and leading philanthropic fund development is required. An in-depth understanding of, and connection to, the Jewish community and an ability to develop and nurture strong relationships with other agencies, donors, Board members and the general public are a must. Experience and expertise in fund management, investments and estate planning are considered assets.

The successful candidate must have excellent inter-personal skills, be a good communicator, and demonstrate an effective balance of confidence and humility. We are seeking an individual who has the ability to develop and lead a high-performance team in a healthy working environment.

If you are interested in pursuing this opportunity, please submit your letter of interest and resumé by **Friday, May 10, 2019** to jfmsearch@gmail.com.



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Position Profile

CHIEF EXECUTIVE OFFICER

THE JEWISH FOUNDATION OF MANITOBA

The Jewish Foundation of Manitoba (JFM), in keeping with its Jewish heritage and values, has been facilitating the creation and growth of endowment funds since its inception in 1964. The JFM works closely with donors at all levels to match their philanthropic goals with community needs.

As steward of the assets entrusted to it, the JFM manages its funds, distributes grants reflecting donor wishes and community priorities, and provides leadership in the Jewish and general communities. The JFM endeavours to promote dialogue, build partnerships and connect generations.

THE POSITION

The Chief Executive Officer leads the organization to implement the strategic directions of the Board and achieve its vision, goals and objectives. The CEO is the JFM's leader and is ultimately accountable for its performance. A highly visible ambassador for the JFM in the community, the CEO builds and protects the reputation of the JFM as a trusted, relevant, valuable contributor to the community.

A FEW FACTS:

- Over \$125 million in assets
- 120 funds over \$100,000
- Women's Endowment Fund with assets valued at \$1.7 million
- Jewish Legacy Program promoting planned giving using life insurance as an estate planning strategy
- Bar/Bat Mitzvah Funds encouraging children's philanthropy

The Chief Executive Officer creates a culture and environment that supports growth, creativity, innovation and engagement, working closely with staff to develop and implement strategies that encourage and grow endowments and other gifts.

KEY LEADERSHIP ACCOUNTABILITIES

Achievement of the Foundation's vision, goals and objectives requires the leadership, support and work of the Board of Directors, senior management, staff, volunteers and partners from all sectors. As its leader, the CEO has four major accountabilities:

ACCOUNTABILITY 1: STRATEGY DEVELOPMENT AND IMPLEMENTATION

The Chief Executive Officer ensures the coordination and alignment of all JFM activities to the strategic direction established by the Board, and:

- assesses organizational capacity to implement strategies and identifies gaps in systems and resources;
- translates the JFM Strategic Plan into specific actions and communicates objectives to employees, volunteers, and partners;
- ensures the preparation of annual departmental plans and budgets aligned with the organizational strategic and operational plans and the goals and objectives of the Board;
- develops and implements a development plan for the Board's consideration and approval;
- identifies, within a risk management framework, all risks to the organization and develops and implements plans to mitigate these risks.

ACCOUNTABILITY 2: BOARD SUPPORT

The Chief Executive Officer serves as the principal resource to the Board and its key committees, and:

- working with the Board Chair, identifies key issues for Board deliberations and develops the agendas and materials for Board meetings;
- advises and assists the Board in the development of strategic goals and objectives, programs, services and new initiatives based on sound research and broad community consultation, and provides current information about a changing environmental landscape;
- ensures that formal written documentation, including reports, background information and briefing materials, are prepared and presented to the Board and its committees as required to support decisions and the development of policy and direction, and ensures that the Board is appropriately informed of progress;
- implements the by-laws, policies and strategy set by the Board;
- oversees the preparation and presentation of the annual report;
- as the official link between the Board and the employees of the organization, ensures effective formal communication and the appropriate sharing of information between the Board and the organization's employees;
- supports the development of individual directors as Board members.

ACCOUNTABILITY 3: STAKEHOLDER, DONOR AND PUBLIC RELATIONS

The Chief Executive Officer builds a culture of engagement throughout the organization, ensuring opportunities for all of the JFM stakeholders – donors, volunteers, staff, and partners – to engage with the JFM’s mission in authentic and meaningful ways, and:

- ensures the establishment of multi-faceted communication strategies to engage internal and external stakeholders in the work of the Foundation, and demonstrates how each contribution impacts lives within the Jewish and broader communities;
- develops and sustains effective relationships with Jewish and broader community agencies;
- promotes the JFM throughout Manitoba;
- establishes and implements a development approach based on defined principles, policies and practices;
- as appropriate, works with prospective donors to encourage the establishment of endowments;
- is highly visible in the community.

ACCOUNTABILITY 4: FINANCIAL, OPERATIONAL AND ORGANIZATIONAL LEADERSHIP

The Chief Executive Officer maintains accountability for the operational and fiscal integrity of the organization within the policies and plans set by the Board and is responsible for the day-to-day operations of the JFM, and:

- guides, mentors and coaches a senior leadership team to ensure achievement of identified outcomes;
- creates a healthy and respectful working environment that encourages transparency;
- develops and nurtures a culture based on the values and philosophy of the JFM;
- ensures the development, implementation and monitoring of an effective organizational structure that supports short and long-term workforce development and succession planning, and volunteer recruitment, development, and succession;
- leads the development of the organization’s operational and financial plan, including the development and monitoring of annual operating budgets;
- develops and oversees the establishment of rigorous policies, criteria and processes for the administration of grants and scholarships;
- works collaboratively with the Investment Committee and the Board to preserve and grow the JFM’s assets;
- establishes sound financial and operating policies and procedures;
- negotiates a wide range of contracts for the benefit of the organization;
- implements financial policies and processes in accordance with policies and guidelines established by the Board and industry practices;
- develops key and operational performance indicators and targets;
- monitors the performance of the organization to ensure adherence to Board direction, established budgets and performance expectations;

- ensures regular monitoring and reviewing of overall performance against the goals of the organization, and provides regular reports to the Board and stakeholders;
- establishes strong human resource practices that ensure highly qualified staff are recruited and retained, performance expectations are clearly defined, and compensation and reward structures are in place that appropriately recognize contribution and incentive desired behaviours.

EDUCATION, EXPERIENCE AND COMPETENCY REQUIREMENTS

A post-secondary degree in business or a related discipline complemented with 10 years' senior leadership experience in a large public, non-profit or private sector organization is required. An in-depth understanding of the Jewish community is a must. A demonstrated track record developing and implementing strategies, managing large budgets and philanthropic fund development is required. Experience and expertise in fund management, investments and estate planning would be considered an asset.

The Jewish Foundation of Manitoba is a growing and innovative local organization with deep roots in the community that provide highly personalized service tailored to donors' charitable and financial interests. Candidates must be able to demonstrate leadership competencies, including integrity, professionalism, vision, political acumen, and a focus on collaboration with the ability to establish, sustain, and nurture relationships.



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Jewish Foundation of Manitoba
C400 - 123 Doncaster Street
Winnipeg, Manitoba R3N 2B2
www.jewishfoundation.org